



Date Submitted: _____
 Application #: _____
 Date Approved: _____
 Permit #: _____
 Removal Date: _____

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Application for Temporary Sign Permit

1. Business Information

Name of business/entity for which the sign is requested: _____

Address and/or general location: _____

Zoning District: _____ Current Use: _____

Do any covenants and/or deed restrictions apply to this business: Yes No

Note: If yes, this application must be accompanied by signed approval of the association/entity enforcing such.

Number of temporary permits previously issued for this property/use: _____

Note: Only three (3) temporary signs are permitted per business in any given year.

2. Contact Information

Applicant(s):

Name: _____

Address: _____

Phone: _____

Fax number: _____

Email: _____

Property owner(s), if other than applicant:

Name: _____

Address: _____

Phone: _____

Fax number: _____

Email: _____

Sign company:

Name: _____

Address: _____

Phone: _____

Fax number: _____

Email: _____

Other contact (if any):

Name: _____

Address: _____

Phone: _____

Fax number: _____

Email: _____

Contact(s) for correspondence: applicant owner sign company other _____

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that no sign shall hereafter be erected, re-erected, constructed, altered or maintained except in conformance with the Parkville City Code. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for the retraction of this permit.

Applicant's Signature (Required) _____ Date: _____

Property Owner's Signature (Required) _____ Date: _____

3. Sign Information

Type: banner sandwich board (not permitted in the OTD) other: _____

Dimensions/area: Height _____ Width _____ Area (16 sq. ft. max): _____

Material: _____

Proposed location: _____

Note: With the exception of banners approved by the Community Land and Recreation Board or Board of Aldermen for special public events, all temporary banners are restricted to ground floor windows only.

Proposed method of attachment: _____

When is 30 day temporary permit requested to begin? _____

4. Checklist of required submittals

- Completed application.
- A sketch showing the sign dimensions, text and graphics.
- A drawn elevation, site plan and/or photo of the building showing proposed sign location.
- Authorization signature of the applicant and property owner.
- If subject to covenants and/or deed restrictions, signed approval of the association/entity enforcing such.

Application accepted as complete by: _____
Name / Title _____ Date _____

For City Use Only

Action Taken: Approved Approved with Conditions Denied

Date of Action: _____ Name / Title: _____

Signature: _____

Special conditions if any: _____

Permit Fee: _____

Payment: Check # _____ M.O. _____ Cash